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No. 310, Port Blair, Monday, September 13, 2010

**ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT**

NOTIFICATION

Port Blair, dated the 13th September, 2010

No. 295/2010/ F.14/Estt./DA/2007 (Agri.).— In exercise of the powers conferred by proviso to the Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi Notification No.14/3/60-ANL dated 11th April, 1960 and in supersession to all previous Notifications for the posts mentioned below, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the post Group 'C' posts of *Chargeman, Assistant Chargeman, Senior Mechanic, Mechanic, Technician, Operator-cum-Mechanic, Draughtsman Grade—III, Surveyor, Light Vehicle Driver, Truck Driver / Heavy Vehicle Driver, Tractor Driver, Tractor Mate, Welder Grade 'A', Welder Grade 'B', Blacksmith Grade-I, Blacksmith Grade-II, Power Tiller Operator, Carpenter, Gestatner Operator, Daftry, Peon, Head Worker, Regular Mazdoor, Khalasi, Chowkidar, Sweeper, Chainman*, borne in the Department of Agriculture, Andaman and Nicobar Administration, namely: -

1. Short Title and Commencement :-

- a) These Rules may be called the Andaman and Nicobar Administration (Group 'C' posts of Department of Agriculture) Recruitment Rules, 2010.
- b) They shall come into force on the date of their publication in the official Gazette.

2. Number of Posts, Classification and Scale of Pay :-

The number of post, its classification and the scale of pay attached thereto shall be specified in paras 2 to 4 of the Schedule I to XXVIII annexed thereto.

3. Method of Recruitment, Age Limit and other Qualifications :-

The method of recruitment, age limit, qualifications, duties & responsibilities and other matters relating to the said post shall be as specified in paras 5 to 15 of the above said Schedules.

4. Disqualification:-

No Person —

- a) who has entered into or contracted a marriage with a person having a spouse living, **or**
- b) who having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor, Andaman and Nicobar Islands may, if satisfied that such marriage is permissible under the personnel law applicable to such persons and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of these Rules.

5. Powers To Relax:-

Where the Lieutenant Governor, Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may by order for reasons to be recorded in writing relax any of the provisions of these rules with respect of any class or category of persons.

6. Savings:-

Nothing in these rules shall effect the reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Sd./-
(Lt. Gen. (Retd) Bhopinder Singh)
Lieutenant Governor
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor

Sd./-
Assistant Director (Admn.)
Directorate of Agriculture

SCHEDULE - I

1	Name of post	CHARGEMAN
2	No. of post	02 (Two) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-II) Rs. 9300-34800 + GP Rs. 4200
5	Whether selection post or non-selection post	Selection
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	No
7	Age limit for direct recruits	18-33 years for male and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of application / name from candidates/ Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- Degree in Mechanical Engineering/Automobile/ Agricultural Engineering from a recognized University OR Diploma in Automobile/Mechanical Engineering from a recognized Institute with 03 years experience in a supervisory capacity in an Automobile Workshop of repute

9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age and Educational qualification - No
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	By promotion failing which by direct recruitment
12	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion :- From amongst the Departmental Assistant Chargeman / Senior Mechanic in the scale of pay (PB-1) Rs. 5200-20200+GP-2400 with 5 years regular service in the grade
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for promotion/ confirmation) consisting of :- 1. Director of Agriculture – Chairman 2. Joint Director (Agri.) – Member 3. Engineer (CARI) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and responsibilities	As per annexure attached

Annexure to Schedule-I**Job description for the post of Chargeman
(Scale of Pay of Rs. 9300 - 34800 + GP- 4200)**

1. He will be responsible to assist the Agriculture Engineering Assistant in performing the duties of the over all In-charge.
2. He will ascertain the requirement of spare parts as and when required by the vehicles under repair with the assistance of the Senior Mechanic and Mechanic.
3. To check whether the vehicles are repaired by the Mechanic and put into the road in good condition.
4. He will have to see that the Senior Mechanic, Mechanic attached to the mechanical section and supporting staff are put on duty and inspect the works from time to time.
5. He is responsible for reporting all events of works to the Assistant Director (AE) (FM) or Agriculture Engineering Assistant every day in the afternoon.
6. Any other works as assigned by his superiors from time to time.

SCHEDULE - II

1	Name of post	ASSISTANT CHARGEMAN
2	No. of post	03 (Three) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non - Ministerial)
4	Pay Band & Pay Scale /Grade Pay	(PB-I) Rs. 5200- 20200+GP Rs. 2400
5	Whether selection post or non-selection post	NA
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	No
7	Age limit for direct recruits	18-33 years for male and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of application / names from candidates / Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Secondary School (X th Std.) Pass from a recognized board ii) Diploma in Automobile /Mechanical Engineering from recognised Institute iii) Should qualify in the Aptitude test Desirable:- 02 years experience in an Automobile workshop
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age: No Educational qualification : To the extent indicated under paras 12
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	33 1/3 rd % by transfer failing which by direct recruitment and 66 2/3 rd % by direct recruitment
12	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Transfer :- From amongst the Mechanics of the Department in the pay scale of (PB-1) Rs. 5200-20200-GP-1,900 having 8 years regular service in the grade and who possess ITI Certificate in the field subject to qualifying the department trade test
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for promotion/confirmation) consisting of:- 1. Director of Agriculture – Chairman 2. Joint Director (Agri.) – Member 3. Mechanical Engineer – Member (Transport Department)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and responsibilities	As per annexure attached

Annexure to Schedule-II**Job description for the post of Assistant Chargeman**
(Scale of Pay of Rs. 5200-20200 + GP- 2400)

1. They will be responsible for carrying out the repairs and maintenance of all types of Vehicles/Agriculture equipments of the Department of Agriculture.
2. They will have to work under the technical and overall guidance of the Agriculture Engineering Assistant and Chargeman in execution of repair and maintenance of vehicles.
3. They will have to work out whether any spare parts and related materials are required to carry out the maintenance / repair works and report the same to the Agriculture Engineering Assistant and Chargeman for making arrangement for procurement.
4. Routine inspection of the vehicles and overhauling of vehicles as and when required.
5. They should be in constant touch with the Agriculture Engineering Assistant and the Chargeman when a vehicle is put into garage for repair/ maintenance.
6. They will carry out at the instructions/orders issued by their superiors.
7. The other works as assigned by the superiors.

SCHEDULE - III

1	Name of post	SENIOR MECHANIC
2	No. of post	05 (Five) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Pay Scale /Grade Pay	(PB-I) Rs. 5200- 20200+GP Rs. 2400
5	Whether selection post or non-selection Post	Selection
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Secondary School (X th Std.) Pass ii) Diploma in Automobile /Mechanical Engineering from recognised Institute iii) Should qualify in the Aptitude test Desirable:- 02 years experience in an Automobile workshop
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age - No Educational qualification : No

10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	60% by direct recruitment and 40% by promotion failing which by direct recruitment
12	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion :- From amongst the Mechanics of the Department in the pay scale of (PB-1) Rs. 5200-20200+GP-1900 having 8 years regular service in the respective grade and qualify in the trade test
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for confirmation) 1. Director of Agriculture – Chairman 2. Joint Director (Agri.) – Member 3. Mechanical Engineer – Member (Transport Department)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and responsibilities	As per annexure attached

Annexure to Schedule-III**Job description for the post of Senior Mechanic**
(Scale of Pay of Rs. 5200-20200 + GP- 2400)

1. They will be responsible for carrying out the repairs and maintenance of all types of Vehicles/Agriculture equipments of the Department of Agriculture.
2. They will have to work under the technical and over all guidance of the Agriculture Engineering Assistant and Chargeman in execution of repair and maintenance of vehicles.
3. They will have to work out whether any spare parts and related materials are required to carry out the maintenance / repair works and report the same to the Agriculture Engineering Assistant and Chargeman for making arrangement for procurement.
4. Routine inspection of the vehicles and overhauling of vehicles as and when required.
5. They should be in constant touch with the Agriculture Engineering Assistant and the Chargeman when a vehicle is put into garage for repair/ maintenance.
6. They will carry out at the instructions/orders issued by their superiors.
7. The other works as assigned by the superiors.

SCHEDULE - IV

1	Name of post	MECHANIC
2	No. of post	05 (Five) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non-Gazetted, (Non-Ministerial)
4	Pay Band & Pay Scale /Grade Pay	(PB-I) Rs. 5200- 20200+GP Rs. 1900
5	Whether selection post or non-selection post	Selection
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates / names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Secondary School (X th Std.) Pass ii) Trade Certificate in Mechanic Motor Vehicles/ Tractor from ITI or equivalent iii) Should qualify in the proficiency test Desirable:- 02 years experience in repairing/overhauling and maintenance of all type of Motor Vehicle/Tractor
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age: No Educational qualification : To the extent indicated under paras 12
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	60% by direct recruitment and 40% by promotion failing which by direct recruitment
12	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion :- From amongst the Department Tractor Mate/Cleaner and Welder Grade 'B' and Khalasi in the pay scale of (PB-1) Rs. 5200-20200+GP-1800 with 8 years regular service in the respective grade who possess educational qualification required for direct recruitment under para No. 08
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for confirmation) 1. Director of Agriculture – Chairman 2. Joint Director (Agri.) – Member 3. Mechanical Engineer – Member (Transport Department)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and responsibilities	As per annexure attached

Annexure to Schedule-IV**Job description for the post of Mechanic**
(Scale of Pay of Rs. 5200-20200 + GP- 1900)

1. He will have to work under the over all supervision and guidance of the Agriculture Engineering Assistant/Chargeman/Senior Mechanic.
2. He will have to check the vehicle when it is put into garage for repair/maintenance and intimate the defects or spare parts required in consultation with his superiors.
3. To make repair/maintenance of all types of vehicles/Agriculture equipments under the supervision of Agriculture Engineering Assistant/Chargeman/Senior Mechanic.
4. He may take assistance of the Group 'D' staff as helper in maintaining the repair etc.
5. He will have to intimate the Agriculture Engineering Assistant/Chargeman/Senior Mechanic after the repair/maintenance work is over that the spare parts/materials used/replaced in the particular vehicle/Agriculture equipments.
6. He will have to conduct proper on road test in consultation with the Agriculture Engineering Assistant Chargeman and Senior Mechanic.
7. All other works as assigned by the superiors.

SCHEDULE - V

1	Name of post	TECHNICIAN
2	No. of post	01 (one) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Pay Scale /Grade Pay	(PB-I) Rs. 5200-20200+GP Rs. 2400
5	Whether selection post or non-selection post	Selection
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	No
7	Age limit for direct recruits	18-33 years for male and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates / names from Employment Exchange, A & N Islands
8	Educational and other qualifications required for direct recruits	Essential :- i) Pass in senior school certificate examination (10+2) from a recognised Board/ University ii) Should possess Diploma in I.T./Computer Application iii) Should qualify in the proficiency test Desirable:- 02 years experience in repair and maintenance of Audio, Visual equipment, T.V, VCR/VCP, CD/DVD player, PA equipment
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age and Educational qualifications - No
10	Period of probation, if any	02 (Two) years

11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	By promotion failing which by direct recruitment
12	In case of recruitment by promotion, grades from which promotion to be made	Promotion :- From amongst the Operator-cum-Mechanic of the Agriculture Department, A & N Administration in the pay band & Grade Pay of Rs. 5200-20200+GP-1900 with 8 years regular service in the grade having adequate knowledge of handling Electronic & Electrical equipments
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for promotion) consisting of :- 1. Director of Agriculture – Chairman 2. Joint Director (Agri.) – Member 3. Assistant Engineer (Electrical) of APWD – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and responsibilities	As per annexure attached

Annexure to Schedule-V**Job description for the post of Technician**
(Scale of Pay (PB-I) 5200-20200 + GP- 2400)

1. He shall be responsible to inspect the LCD, CRT, DLP Projectors (Desktop, Home Theatre, Overhead, Installation Projectors etc.) available in the Agriculture Department from time to time.
2. He shall be responsible for proper maintenance and repair of all the electronic equipments (Projectors and Computer systems etc.) from time to time.
3. He should bring the defects of the Projectors to the notice of his incharge before it is repaired.
4. He should be in touch with his in charge for further orders.
5. Any other duties as assigned by the superiors.

SCHEDULE - VI

1	Name of post	OPERATOR-CUM-MECHANIC
2	No. of post	05 (Five) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Pay Scale /Grade Pay	(PB-I) Rs. 5200-20200+GP Rs. 1900
5	Whether selection post or non- selection post	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time

		Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential Qualification :- i) Passed in Sr. School Certificate Examination (10+2) from a recognised Board/ Institution ii) Diploma in I.T. or Computer Application from a recognized Institution iii) Should qualify the trade test Desirable:- 02 years experience in handling the electronic & electrical equipments
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by promotion, grades from which promotion to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group 'C' DPC for confirmation :- 1. Director of Agriculture – Chairman 2. Joint Director (Agri.) – Member 3. Assistant Engineer (Electrical) of APWD – Member 4. Assistant Director (Admn.) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and responsibilities	As per annexure attached

Annexure to Schedule-VI

Job description for the post of Operator-cum-Mechanic **(Scale of Pay of Rs. 5200-20200 + GP- 1900)**

1. He will have to serve under the Incharge.
2. He has to operate LCD Projector, CRT Projectors, DLP Projectors (Desktop, Home Theatre, Overhead, Installation Projectors) etc. in the field of farmers as well as in the villages for educating latest techniques of Agriculture.
3. He should maintain a log book showing that whenever the projector has exhibited the farms of Agriculture activities and get the signature of the incharge.
4. He should be in constant touch with the respective incharge for getting further instruction.
5. Any other duties as assigned by the superiors.

SCHEDULE - VII

1	Name of post	LABORATORY ASSISTANT
2	No. of post	04 (Four) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non - Ministerial)
4	Pay Band & Pay Scale /Grade Pay	(PB-I) Rs. 5200-20200+GP-2000
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Pass Senior Secondary School Certificate (XII th Std.) in Science with Biology as one of the subject from a recognized Board/ University ii) Diploma in Laboratory Technician Course from recognized Institution Desirable:- i) Bachelor's Degree in Science with Botany as one of the subject from a recognized University or equivalent ii) 02 years experience in the relevant field
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by promotion, grades from which promotion to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for confirmation) consisting of :- 1. Director of Agriculture – Chairman 2. Sr. Scientist of (CARI) – Member 3. Joint Director (Agri.) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and responsibilities	As per annexure attached

Annexure to Schedule-VII**Job description for the post of Laboratory Assistant**
(Scale of Pay of Rs. 5200-20200 + GP- 2000)

1. They are responsible for receiving the soil sample kits received from different Zones as well as from the farmers fields.
2. Proper accountancy of the soil samples received, responsible for analysis in the Soil Testing Laboratory, find out the result and preparation of result sheets and place before the Assistant Director (Soil) for recommendation.
3. Submission of report of analysis to the Assistant Director (Soil). The connected official works are also to be attended by them with the assistance of Group 'D' staff.
4. Any other works as assigned by their superiors from time to time.

SCHEDULE - VIII

1	Name of post	DRAUGHTSMAN GRADE - III
2	No. of post	06 (Six) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-1) Rs. 5200-20200+GP-2400/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Secondary School Exam (X th Std.) pass from a recognized Board / University or equivalent ii) Should possess 02 yrs Diploma Certificate in Draughtman (Civil) from a recognised Institution iii) Should qualify in the competitive examination to be conducted by the department Desirable :- 01 years professional experience in the field
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment

12	In case of recruitment by promotion/deputation / transfer, grades from which promotion/deputation/transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for confirmation / consisting of) 1. Development Comm.-cum-Secretary (Agri.) , A & N Admn . - Chairman 2. Director (CARI) - Member 3. Director of Agriculture - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per Annexure attached.

Annexure to Schedule-VIII**Job description for the post of Draughtsman Grade – III**
(Scale of Pay of Rs. 5200-20200+GP- 2400)

- 1 To assist Agriculture Officer (Soil) for preparation cadastral maps and collection of maps from other agencies required for Soil Survey.
- 2 To fix the village boundaries and to take the exact position.
- 3 To carryout any other instruction entrusted by the Agriculture Officer (Soil).

SCHEDULE - IX

1	Name of post	SURVEYOR
2	No. of post	05 (Five) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-1) Rs. 5200-20200+GP Rs. 2400/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application/ name from candidates/ Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Secondary School Exam Pass (X th Std.) from a recognized Board / University ii) Should possess Trade Certificate in Surveyor course of 2 years duration from any recognized Industrial Training Institute iii) Should qualify in the competitive examination to be conducted by the department

		Desirable :- 2 years experience as Survey from any organization of repute
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by promotion / deputation / transfer, grades from which promotion/deputation/transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for confirmation / consisting of) 1. Development Comm.-cum-Secretary (Agri.) , A & N Admn. - Chairman 2. Director (CARI) - Member 3. Director of Agriculture - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per Annexure attached.

Annexure to Schedule-IX**Job description for the post of Surveyor**
(Scale of Pay of Rs. 5200-20200+GP- 2400)

1. To inspect the spots and survey the proposed/selected site and prepare schemes after collecting all data required therein.
2. To assist Junior Engineer (Minor Irrigation) in every sphere of field in formulation of schemes and in execution of approved works.
3. To carryout any other work entrusted to him by Assistant Director (Agriculture Engineering), (Minor Irrigation) from time to time in connection with any urgency.

SCHEDULE – X

1.	Name of post	LIGHT VEHICLE DRIVER
2.	No. of post	15 (fifteen) 2010 subject to variation dependent on workload
3.	Classification	General Central Services Group C', Non- Gazetted, (Non - Ministerial)
4.	Pay Band & Grade Pay	(PB-I) Rs.5200 - 20200+GP Rs.1900/-
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time

		Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- (i) Secondary school examination (Xth Std.) passed from a recognised board/Institution (ii) Must possess a valid LMV driving license (iii) Must qualify in the written and trade test Desirable:- (i) 03 years experience in driving LMV (ii) Knowledge of Motor Mechanism and capable to locate & rectify minor defect in the vehicle (iii) Must have good knowledge in Traffic Regulation
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group 'C' DPC 1. Director of Agriculture – Chairman 2. Joint Director (Agri. Engg.) – Member 3. Mechanical Engineer – Member (Transport Department)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule-X

Job description for the post of Light Vehicle Driver **(Scale of Pay of Rs. 5200-20200+ GP 1900)**

The following are the duties to be performed by a Light Vehicle Driver :-

1. Should drive the vehicle in safe way as per traffic rules;
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;
4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water & brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the Tyre.

7. Should maintain tool kit in the vehicle.
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc, he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/ replacement of damaged parts etc.
10. The damaged / replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office;
11. Should maintain a date wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair;
12. Responsible for timely reporting of break downs/accidents to the authorities;
13. Should take action to get the vehicle serviced.

SCHEDULE – XI

1	Name of post	HEAVY VEHICLE DRIVER
2	No. of post	12 (Twelve) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non - Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs. 5200 – 20200 + GP-1900
5	Whether selection post or non-selection post ?	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Secondary School Examination(Xth Std.) passed from a recognised board/institution (ii) Must possess a valid Heavy Vehicle Driving License (iii) Must qualify in the written and trade test Desirable:- (i) 03 years experience in driving LMV (ii) Knowledge of Motor Mechanism and capable to locate & rectify minor defect in the vehicle (iii) Must have good knowledge in Traffic Regulation
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years

11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	50% by direct recruitment and 50% by promotion failing which by direct recruitment
12	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation / transfer to be made	<u>Promotion:-</u> (i) From amongst the other Group 'C' Employees including Cleaners/Peon/Khalasi/Mazdoor, who posses valid Heavy Motor Vehicle License and having regular services in the grade and qualifying in the trade test/proficiency test
13	If a DPC exists, what is its composition ?	<u>Group 'C' DPC.</u> 1. Director of Agriculture – Chairman 2. Joint Director (Agri. Engg.) – Member 3. Mechanical Engineer, Transport Department – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XI**Job description for the posts of Heavy Vehicle Driver**
(Scale of Pay of Rs. 5200-20200+GP- 1900)

The following are the duties to be performed by a Heavy Vehicle Driver:-

1. Should drive the vehicle in safe way as per traffic rules;
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;
4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water & brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the Tyre.
7. Should maintain tool kit in the vehicle.
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc, he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/ replacement of damaged parts etc.
10. The damaged / replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office;
11. Should maintain a date wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair;
12. Responsible for timely reporting of break downs/accidents to the authorities;
13. Should take action to get the vehicle serviced.

SCHEDULE – XII

1	Name of post	TRACTOR DRIVER
2	No. of post	44 (Forty four) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs. 5200 – 20200 + GP Rs.1900
5	Whether selection post or non-selection post	Selection
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- (i) Secondary School Examination (X th Std.) passed from a recognised board/Institution (ii) Must possess a valid Tractor Driving License from the Licensing Authority (iii) Must qualify in the written and trade test Desirable :- (i) 03 years experience in driving LMV (ii) Knowledge of motor mechanism and capable to locate & rectify minor defect in the Tractor
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	50% by direct recruitment & 50% by promotion failing which by direct recruitment
12	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation/transfer to be made	Promotion:- (i) From amongst the other Group 'C' Employees including Tractor Mate/Cleaners/Peon/ Khalasi/ Mazdoor, who possess valid Tractor Driving License and having regular services in the grade and qualifying in the trade test/proficiency test
13	If a DPC exists, what is its composition ?	Group 'D' DPC (for promotion) 1. Director of Agriculture – Chairman 2. Joint Director (Agri. Engg.) – Member 3. Mechanical Engineer – Member (Transport Department)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XII**Job description for the post of Tractor Driver**
(Scale of Pay of Rs. 5200-20200+ GP- 1900)

1. He is fully responsible for driving the Tractor wherever ordered by the incharge.
2. He will have to plough the fields of cultivators / Department Farms with the Tractor as requisitioned by the Zonal Officer/ Panchayat in which he is attached.
3. He is responsible for keeping the Tractors neat and tidy after the field operations.
4. He is responsible for maintaining the Log Book immediately after the works is over and at the end of month the abstract should be completed and got signed from the competent authority.
5. He should always be in touch with the vehicle incharge. Where no vehicle incharge is available, then he shall be in touch with the superiors officers/official of the department where he is posted.
6. Any other works as assigned by the superiors.
7. Any sudden repair at field, the tractor will not be left/disposed off until it repaired.

SCHEDULE – XIII

1	Name of post	TRACTOR MATE
2	No. of post	28 (twenty eight) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs.5200 - 20200+GP Rs.1800/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- (i) Secondary School Examination(Xth Std.) passed from a recognised board/Institution (ii) Good Physique Desirable:- (i) Possessing LVD / Tractor Driving license (ii) Knowledge of Motor Mechanism
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	50% by direct recruitment & 50% by transfer failing which by direct recruitment

12	In case of recruitment by transfer / deputation, grades from which transfer/deputation to be made	Transfer from amongst the other Group 'C' Employees including Mazdoor/ Khalasi/ Chowkidar who posses the desirable qualification as per paras No.08 above subject to qualify in the Dept. Trade test
13	If a DPC exists, what is its composition ?	<u>Group 'D' DPC (for promotion)</u> 1. Director of Agriculture – Chairman 2. Joint Director (Agri. Engg.) – Member 3. Mechanical Engineer (Transport Department) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per Annexure attached

Annexure to Schedule–XIII**Job description for the post of Tractor Mate**
(Scale of Pay of Rs. 5200-20200+ GP- 1800)

1. They are responsible to clean/wash the Tractor / Truck as and when required.
2. They are to maintain the Tractors/Truck very neat and tidy after the field operation/transportation of goods/materials.
3. They should always be present with the Tractors/Trucks where ever it is put on duty for departmental operators.
4. Any other works as assigned by the superiors.
5. They should always help to the driver whenever the tractors are in operation at field.

SCHEDULE – XIV

1	Name of post	WELDER GRADE 'A'
2	No. of post	01 (one) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non-Gazetted, (Non-Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs.5200-20200+GP-1900/-
5	Whether selection post or non-selection post	Non selection
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange

8	Educational and other qualifications required for direct recruits	Essential :- (i) Secondary School Examination passed (Xth passed) from a recognised Board / Institution (ii) Trade Certificate in welding from a recognised ITI (iii) Should qualify in the trade test Desirable :- 02 years experience in the trade
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age - No Education Qualifications- No
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	By promotion failing which by direct recruitment
12	In case of recruitment by promotion / deputation / transfer, grades from which promotion/deputation/transfer to be made	Promotion:- From amongst the Welder Grade 'B' working in the department in the Pay Band & Grade Pay of Rs. 5200 – 20200+GP-1800/- with regular services in the grade
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for promotion) 1. Director of Agriculture – Chairman 2. Joint Director (Agri.) – Member 3. Assistant Engineer (Mechanical, APWD Dept.) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XIV

Job description for the post of Welder Grade-A **(Scale of Pay of Rs. 5200-20200+ GP- 1900)**

1. He will be responsible for welding/plating works wherever necessary to the vehicles as well as Agriculture Equipments of the department.
2. To put up the materials requirement for welding purpose before the Agriculture Engineering Assistant/Chargeman.
3. To maintain welding / plating of vehicles as well as other Agriculture equipments as and when required with the assistance of the welder Grade-II.
4. Any other sphere of works as assigned by the superiors.

SCHEDULE – XV

1	Name of post	WELDER GRADE 'B'
2	No. of post	01 (one) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non-Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) 5200-20200+GP-1800/-
5	Whether selection post or non-selection post	Not Applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not Applicable
7	Age limit for direct recruits	18-33 years for male candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- (i) Xth passed from a recognized Board/Institution. (ii) ITI Certificate in Welding Trade from a recognised Institute (iii) Should qualify in the trade test Desirable:- 02 years experience in the trade
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group 'C' DPC. 1. Director of Agriculture – Chairman 2. Director (CARI) – Member 3. Joint Director (Agri.) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XV**Job description for the post of Welder Grade- B**
(Scale of Pay of Rs. 5200-20200+GP-1800)

1. He is attached to the Welder Grade-I to carry out the welding/plating of department as and when required including Agriculture equipments.
2. The welding / plating works and other connected works will be carried out in consultation with the Welder Grade-I.
3. He will always assist and work under the Welder Grade-I
4. Any other sphere of works as assigned by the superiors.

SCHEDULE - XVI

1	Name of Post	BLACKSMITH GRADE-I
2	No. of Post	03 (three) 2010 subject to variation dependent on workload
3	Classification	General Central Service Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay /Pay Scale	(PB-I) Rs.5200 - 20200+GP-1900/-
5	Whether selection post or non-selection post	Selection
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates (Relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/ names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Secondary School (X th Std.) Pass from a recognised Board/Institution ii) Possessing ITI trade certificate in Black Smith from a recognised Institute iii) Should qualify in the trade test Desirable:- 02 years experience in the trade
9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Age: No Educational qualification : No
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	60% by promotion failing which by direct recruitment and 40% by direct recruitment
12	In case of recruitment by promotion / deputation / transfer, grades from which promotion/deputation/transfer to be made	Promotion :- From amongst the Departmental Blacksmith Grade-II in the pay Band of Rs.5200 - 20200 +GP-1800 with regular service in the grade
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for promotion) 1. Director of Agriculture – Chairman 2. Joint Director, (Agri. Engg.) – Member 3. Mechanical Engineer, – Member (Transport Department)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule-XVI**Job description for the post of Blacksmith Grade-I**
(Scale of pay Rs. 5200-20200+GP-1900)

1. He will work under the Supervision and guidance of Agriculture Engineering Assistant/Chargeman in execution of Blacksmith works related to different Vehicles as well as Agriculture equipments regularly.
2. He will be responsible to put up the requirement of materials for Black smithy work such as raw materials and coals etc. before the Agriculture Engineering Assistant/Chargeman well in advance for procurement.
3. He will be responsible for plating works of all type of vehicles/Agriculture Equipments as and when required.
4. The works entrusted from time to time should be completed within the time framed for the purpose.
5. Any other sphere of duties as assigned by the superiors from time to time.

SCHEDULE – XVII

1	Name of post	BLACKSMITH GRADE-II
2	No. of post	02 (two) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs. 5200 - 20200+GP-1800/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates / names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) X th Std. pass from a recognised school ii) Possessing ITI trade certificate in Blacksmith from a recognised Industrial Training Institute iii) Should qualify in the trade test
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment

12	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation / transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for confirmation)</u> 1. Director of Agriculture – Chairman 2. Joint Director, (Agri. Engg.) – Member 3. Mechanical Engineer, – Member (Transport Department)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XVII**Job description for the post of Blacksmith Grade-II**
(Scale of pay Rs. 5200-20200+ GP- 1800)

1. He will be responsible to assist the Blacksmith Grade-I in performing his duties smoothly.
2. He will work under the supervision and guidance of the Blacksmith Grade-I.
3. The work allotted to him by his superiors should be attended with the guidance of the Blacksmith Grade-I.
4. During occurrence of any emergency he will have to manage the entire works without any hindrance.
5. Any other sphere of duties as assigned by the Superiors from time to time.

SCHEDULE – XVIII

1	Name of post	POWER TILLER OPERATOR
2	No. of post	04 (Four) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs. 5,200 - 20,200+ GP Rs. 1800/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time. Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates / names from Employment Exchange

8	Educational and other qualifications required for direct recruits	Essential :- i) X th Std. pass from a recognised Board/Institution ii) Possessing a valid Driving License of Power Tiller iii) Should qualify in the trade test Desirable: 02 years experience in operating power tiller
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age - No Educational qualifications : To extend indicated under paras 12
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by transfer or deputation and percentage of the posts to be filled by various methods	100% by transfer failing which by direct recruitment
12	In case of recruitment by Transfer/Promotion/deputation grades from which transfer promotion/deputation to be made	Transfer :- From amongst the Departmental Power Tiller Helper/Mazdoor in the Pay Band of (PB-I) Rs.5200 - 20200+ GP Rs. 1800/- with 02 years regular services in the respective grade who posses valid Power Tiller Driving License
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for promotion) 1. Director of Agriculture – Chairman 2. Joint Director, (Agri. Engg.) – Member 3. Mechanical Engineer, (Transport Dept.) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XVIII

Job description for the post of Power Tiller Operator **(Scale of Pay of Rs. 5200-20200+ GP-1800)**

1. He is responsible to run the Power Tiller for Agriculture operations in the field of Cultivators/Departmental Farms.
2. He should always be in touch with the incharge wherever posted.
3. He is responsible for maintaining the Log Book immediately after the works is over.
4. The monthly abstract should be completed at the end of the month and got signed from the respective authorities.
5. Any other works as assigned by the superiors.

SCHEDULE – XIX

1	Name of post	CARPENTER
2	No. of post	01 (One) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs.5200 - 20200+GP Rs.1900/-
5	Whether selection post or non-selection post	Selection
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Xth Std. pass or its equivalent from a recognised Board & Institution ii) ITI trade certificate in Carpentry or 03 years experience in from a wood based Industry / Workshop or in any recognised Training Institute iii) Should qualify in the proficiency test
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age - No Educational qualifications : To the extend indicated under paras 12
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	By promotion failing which by direct recruitment
12	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion :- From amongst the Departmental Regular Mazdoor/ Khalasi in the PB & GP of Rs.5200 - 20200+GP-1800 & regular service in the grade & having fair knowledge about Carpentry works and who qualify the departmental trade test
13	If a DPC exists, what is its composition ?	Group 'C' DPC (for promotion) 1. Director of Agriculture – Chairman 2. Joint Director (Agri.) – Member 3. Asstt. Engineer from APWD – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XIX**Job description for the post of Carpenter**
(Scale of Pay of Rs. 5200-20200+GP-1900)

1. He shall be responsible for repairing the body of the truck and other vehicles when ever it is garaged for the purpose.
2. He shall make repair works of the workshop/office building whenever minor wooden works are considered necessary.
3. He will be under the over all control of Assistant Director (Agriculture Engineering)/AEA/CM.
4. Any other works as assigned by the superiors.

SCHEDULE – XX

1	Name of post	GESTATNER OPERATOR
2	No. of post	01 (One) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs.5200 - 20200+GP-1900/-
5	Whether selection post or non-selection post	Selection
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates and 18-38 years for female candidates (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.) Note:- The crucial date for determining the age limit shall be the closing date of receipt of application from candidates / names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Xth Pass or its equivalent from a recognised Board/ Institution ii) One year experience in operating and maintaining Gestatner Machine / Xerox Machine
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age - No Educational qualification : No
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	By promotion failing which by direct recruitment
12	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Promotion:- From amongst Daftry of Directorate of Agriculture in the (PB-I) Rs. 5200-20200 + GP Rs. 1800/- with 03 years regular service in the grade

13	If a DPC exists, what is its composition ?	Group 'C' DPC (for promotion / confirmation) consisting of :- 1. Director of Agriculture – Chairman 2. Sr. Vet. Surgeon – Member 3. Assistant Director (Admn.) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XX**Job description for the post of Gestatner Operator**
(Scale of Pay of Rs. 5200-20200+GP-1900)

The following are the duties to be performed by a Gestatner Operator/ Gestatner Operator- Cum-Digital Printer Operator :-

1. To operate and maintain the duplicating machine/ digital printer properly;
2. To be responsible for periodical maintenance of the machine through the authorized Engineer / Technician;
3. To maintain proper accounts for the stationary items like paper, stencil ink etc. supplied to him;
4. To maintain a date wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair;
5. To be responsible to make available the damaged/ replaced parts of the machine after repair to the In-charge of Section / Office;
6. To attend to any other works which may be assigned to him by higher officers.

SCHEDULE – XXI

1	Name of Post	DAFTRY
2	No. of Post	02 (Two) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'D', Non - Gazetted, (Non - Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs.5200 - 20200+GP-1800/-
5	Whether selection post or non-selection post	Non-Selection
6	Age limit for direct recruits	Not applicable
7	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8	Educational and other qualifications required for direct recruits	<u>Essential :-</u> Secondary School Examination (Xth Std.) pass from a recognised Board/Institution <u>Desirable:-</u> (i) Training in basic & refresher course in Home Guard and civil defense (ii) Experience in maintenance of records and stitching of files (iii) Ability to ride bicycle

9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by transfer failing which by direct recruitment
12	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Transfer :- From departmental Peon in the pay band of (PB-I) Rs. 5200-20200+GP-1800/- holding 02 years regular service in the grade
13	If a DPC exists, what is its composition ?	<u>Group 'C' DPC for considering cases of confirmation consisting of:-</u> 1. Director of Agriculture - Chairman 2. Sr. Vet. Surgeon - Member 3. Assistant Director (Admn.) - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule-XXI**Job description for the post of Daftry**
(Scale of Pay of Rs. 5200-20200+GP-1800)

The following are the duties to be performed by a Daftry:-

1. To be responsible for proper maintenance of records in the Section/ Office;
2. To trace out old files/records as may be required by any member or staff in the Section/ Office;
3. To verify the record / publications once in six months and report to the Section Officer/ Branch Officer if any file/ Publication are missing/ out for a considerable period;
4. To stitch/ mend files/ Records / Vouchers etc;
5. To collect and distribute stationery to the members of the staff in the Section/ Office under the supervision of Section Diarist;
6. To see that all files/ other items on the tables in the section kept in place in a proper manner;
7. To ensure cleanliness in the section/ Office with the help of Peons/ Safaiwala;
8. To keep proper account of the articles of furniture/ electrical and electronic items available in the Section Office and any item is removed by other section for any specific purpose, he should ensure that the same is received back in the Section/ Office and kept at proper place;
9. To attend office half an hour earlier than the hour prescribed for the office (i.e) at 8.00 am;
10. To attend to any other work which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section / Office.

SCHEDULE – XXII

1	Name of Post	PEON
2	No. of Post	37 (Thirty Seven) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'D', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs.5200 - 20200+GP Rs.1800/-
5	Whether selection post or non-selection post	Not applicable
7	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
6	Age limit for direct recruits	18-33 years for male candidates and 18-38 years for female candidates (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date of receipt of application from candidates/ names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Must have Passed Xth Std. from a recognised Board / Institution ii) Should qualify the written professional test to be conducted by the department Desirable:- a) Training in basic and refresher course in Homeguard and civil defense b) Knowledge in reading and writing Hindi or English c) Ability to ride bicycle
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	<u>Group 'C' DPC for confirmation consisting of :-</u> 1. Director of Agriculture – Chairman 2. Sr. Vet. Surgeon – Member 3. Assistant Director (Admn.) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XXII**Job description for the post of Peon
(Scale of Pay of Rs. 5200-20200+GP-1800)**

1. A Peon is for general purpose, an attendant and will work as directed by the officer/ Office in which works;
2. Should come to office not later than 8.00 am.
3. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy.
4. Should remove all wastes papers etc., for disposal as directed by the officer or the Section Officer or the Branch concerned;
5. If he is attached to an officer:-
 - i) He should keep the pencils sharpened, put other articles like pin –cushion, pen, scissors, eraser, clips, desk calendar etc. in their proper places,
 - ii) He should keep slips of paper within easy reach inside the rook for use of his officer,
6. Should not leave office without permission of the Section Officer under whom he works .If he is attached to an office, he should not leaves office before the officer has left or until he is permitted by the officer, concerned to leave early,
7. Before leaving officers he should switch off , all lights and close the doors and windows,
8. Should fill up the water jug, buckets etc., every morning and supply water to the officer or staff, whenever required;
9. Should know the description of stationery articles and various kinds of forms used in the office;
10. Should be very courteous and helpful towards members of the pubic visiting the office;
11. Should be polite and respectful towards all officers and staff;
12. Should attend to any other office work as may be required of him.

If he entrusted with DAK duties:-

13. Should have a general idea about the arrangement for receipt of local and postal dak;
14. Should know the priority involved in the movement of papers marked 'Immediate' and 'Priority' and act accordingly;
15. Should know the location of –
 - i) All important offices such as offices of Heads of Departments Offices, Central Government Offices etc;
 - ii) Residence of officers and carry dak to the offices/ officials concerned whenever required;
16. Should know the working hours of local Post and Telegraph Offices and Banks, for attending to the business there, as and when required;

SCHEDULE – XXIII

1	Name of Post	HEAD WORKER
2	No. of Post	39 (Thirty -Nine) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'D', Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay scale	(PB-I) Rs.5200 - 20200+GP-1800/-
5	Whether selection post or non-selection post	N.A.
6	Age limit for direct recruits	18-33 years for male candidates and 18-38 years for female candidates Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
7	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
8	Educational and other qualifications required for direct recruits	Essential :- i) Must have Xth Passed from a recognized Board/ Institution Desirable:- Knowledge of Hindi/ English
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age - No Educational qualification : No
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100 % by transfer failing which by direct recruitment
12	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Transfer :- From amongst regular Mazdoor of Directorate of Agriculture in the Pay Band-I Rs.5200-20200 + GP Rs.1800 having 02 years regular service in the grade
13	If a DPC exists, what is its composition ?	Group 'C' DPC for confirmation consisting of:- 1. Director of Agriculture - Chairman 2. Sr. Vet. Surgeon - Member 3. Asstt. Director (Admn.) - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XXIII**Job description for the post of Head Worker**
(Scale of Pay of Rs. 5200-20200+GP-1800)

1. He is responsible to receive the instruction from the incharge on day to day developmental works of Farm/Plantation/Fields and to distribute the works to the Mazdoors attached.
2. He has to extract the works from the Mazdoors deployed on duty for the particular works.
3. He should report the progress of the works every day afternoon to his incharge, including deviation if any.
4. Any other works as assigned by the superiors.

SCHEDULE – XXIV

1	Name of post	REGULAR MAZDOOR
2	No. of post	431 (Four hundred thirty one) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay band & Grade Pay/Pay Scale	(PB-I) Rs.5200-20200+GP-1800/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Xth pass from a recognized Board/Institution ii) Should qualify the written professional test to be conducted by the department Desirable:- a) Knowledge in reading and writing Hindi or English b) Good Physique
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by promotion/deputation / transfer grades from which promotion/deputation/transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group 'C' DPC:- 1. Director of Agriculture - Chairman 2. Sr. Vet. Surgeon - Member 3. Assistant Director (Admn.) - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XXIV**Job description for the post of Regular Mazdoor**
(Scale of Pay of Rs. 5200-20200+1800)

1. They will have to attend the works of Farm/Plantation/Fields as per the instruction of the supervisory staff under whom they are working.
2. To clear the bushes, digging of pits, cutting of secondary growth, bushes, earthing up, application of manures, planting and transplanting of plants, collection and transportations of materials from one place to the another place by Truck /Vehicle and planting of coconuts/ arecanuts and other related farms/ planting works as per the instructions of the superiors.
3. Any other works as assigned by the superiors.

SCHEDULE – XXV

1	Name of Post	KHALASI
2	No. of Post	16 (Sixteen) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay band & Grade Pay/Pay Scale	(PB-I) Rs.5200-20200+GP-1800/-
5	Whether selection post or non-selection post	Not applicable
6	Age limit for direct recruits	18-33 years for male candidates and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/ names from Employment Exchange
7	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8	Educational and other qualifications required for direct recruits	Essential :- i) Secondary school examination (Xth Std.) passed from a recognised board/Institution ii) Should qualify the written professional test to be conducted by the department Desirable:- (a) Training in basic and refresher course in Homeguard and Civil Defence. (b) Good Physique
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group 'C' DPC for confirmation consisting of :- 1. Director of Agriculture – Chairman 2. Sr. Vet. Surgeon – Member 3. Assistant Director (Admn.) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule-XXV**Job description for the post of Khalasi**
(Scale of Pay of Rs. 5200-20200+GP -1800)

1. They will have to attend the works of Farm/Plantation/Fields as per the instruction of the supervisory staff under whom they are working.
2. To clear the bushes, digging of pits, cutting of secondary growth, bushes, earthing up, application of manures, planting and transplanting of plants, collection and transportations of materials from one place to the another place by Truck /Vehicle, and planting of coconuts/ arecanuts and other related farms / planting works as per the instructions of the superiors.
3. Any other works as assigned by the superiors.

SCHEDULE – XXVI

1	Name of post	CHOWKIDAR
2	No. of post	30 (Thirty) 2010subject to variation dependent on work load
3	Classification	General Central Services Group 'C', Non-Gazetted, (Non- Ministerial)
4	Pay band & Grade Pay/Pay Scale	(PB-I) Rs. 5200 - 20200 + GP-1800/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Xth Pass from a recognised Board/Institution ii) Should qualify the written professional test to be conducted by the department Desirable:- a) Training in basic and refresher course in Homeguard and Civil Defence b) Knowledge in reading and writing Hindi or English c) Ability to ride bicycle
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment

12	In case of recruitment by promotion / deputation / transfer, grades from which promotion/deputation/transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	<u>Group 'C' DPC</u> 1. Director of Agriculture – Chairman 2. Sr. Vet. Surgeon – Member 3. Assistant Director (Admn.) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XXVI

Job description for the post of Chowkidar/Watchman
(Scale of Pay of Rs. 5200-20200+GP -1800)

The following are the duties to be performed by a Chowkidar/Watchman:-

1. Responsible to watch and ward of office premises and surrounding;
2. Should close the office building doors, windows and switch off the lights, fans after office hours;
3. Responsible to fill the water tank installed in the office premises if the water supply is after office hours;
4. Must remain on duty till relieved;
5. Should be courteous and polite with the public and alert in his duties & the officials;
6. Must attend to any other works which may be assigned to him by higher authorities;

SCHEDULE – XXVII

1	Name of post	SWEeper
2	No. of post	8 (Eight) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay band & Grade Pay/Pay Scale	(PB-I) Rs.5200 - 20200 + GP - 1800/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates and 18-38 years for female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time <u>Note:-</u> The crucial date for determining the age limit shall be the closing date for receipt of application from candidate/ name from Employment Exchange

8	Educational and other qualifications required for direct recruits	Essential :- i) Xth Std. pass from a recognised Board/Institution ii) Should qualify the written professional test to be conducted by the department Desirable:- a) Knowledge in reading and writing Hindi or English
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group 'C' DPC for confirmation consisting of:- 1. Director of Agriculture – Chairman 2. Sr. Vet. Surgeon – Member 3. Assistant Director (Admn.) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XXVII

Job description for the post of Sweeper / Safaiwala **(Scale of Pay of Rs. 5200-20200+GP -1800)**

1. Responsible to clean/sweep the office premises, keep the surrounding of the office building as well as the drainage provided to the office building neat and clean;
2. He should clean the toilet daily and as and when required & ensure hygiene;
3. Should attend the office two hours before office hours for completing the cleaning works of laboratory blocks and the office premises;
4. Responsible to maintain accounts for cleaning materials supplied to him;
5. Must attend to any other works which may be assigned to him by his In-charge;

SCHEDULE - XXVIII

1	Name of post	CHAINMAN
2	No. of post	01 (One) 2010subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non- Gazetted, (Non- Ministerial)
4	Pay band & Grade Pay/Pay Scale	(PB-I) Rs.5200-20200+GP-1800/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits for added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruits	18-33 years for male candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) from time to time Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names from Employment Exchange
8	Educational and other qualifications required for direct recruits	Essential :- i) Xth Pass from a recognised Board/Insttution ii) Should qualify the written test to be conducted by the department Desirable:- a) Knowledge in reading and writing Hindi or English
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	02 (Two) years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/deputation/transfer to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group 'C' DPC:- 1. Director of Agriculture – Chairman 2. Sr. Vet. Surgeon – Member 3. Assistant Director (Admn.) – Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties & responsibilities	As per annexure attached

Annexure to Schedule–XXVIII

Job description for the post of Chainman
(Scale of Pay of Rs. 5200-20200+GP-1800)

1. He is to assist the Soil Survey team in making survey and other manual works of Fields.
2. When posted to Survey team, they will have to assist them for measuring the areas for preparations of Maps/Sketch etc.
3. Any other works as assigned by the superiors.